

## **LEGISLATIVE STAFF ASSISTANT**

**DEFINITION:** Under general supervision, performs administrative tasks of unusual difficulty for the Office of the Speaker of the Navajo Nation requiring the application of technical, legislative knowledge and the exercise of initiative, independent judgment and decision-making; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **TASKS:**

Performs in-depth research and analysis of proposed legislation, questions and issues; drafts resolutions, responses and recommendations; finalizes responses, news releases and policy documents; briefs Speaker on policy issues; attends standing committee meetings, prepares reports of proceedings and action taken; acts as liaison with government agencies affect by proposed or pending legislation; studies proposed legislation to determine possible impacts on the Legislative Branch and the Nation; confers with legislators and other elected officials regarding the Speaker's position on the specific resolutions.

Prepares information for presentations; develops and maintains communication and coordination with local chapters and the Nation; interacts with and responds to inquiries from the Navajo Nation Council delegates, governmental entities and the general public; serves as a staff specialist in Intergovernmental issues, Local Governance Act, Navajo Common Law and related issues; keeps abreast of changes to issues, policies and procedures within area of assignment; meets with constituent groups to hear concerns, discuss possible courses of action and serves as point of contact during the resolution process; may represent the Speak at chapter, state, county and national meetings.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of committee rules, protocol, policies and regulations.

Knowledge of the Navajo Nation organizational structure, policies and procedures.

Knowledge of legal terminology and basic legal processes.

Knowledge of basic budgeting procedures and financial record keeping.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in following oral and written instructions and procedures.

Skill in conducting research and preparing reports, documents, and correspondence.

Skill in presenting ideas and concepts orally and in writing.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS:** Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Government, Business, Public Administration, Public Relation, Marketing or a closely related field; and four (4) years of experience managing governmental activities.

### **PREFERRED QUALIFICATIONS:**

- A Master's degree in Government, Business, Public Administration, Public Relation, Marketing or a closely related field; and four (4) years of experience managing governmental activities.

THE NAVAJO NATION

Class Code: 1003  
Legislative Series  
Legislative Management Group  
Overtime Code: Exempt  
Pay Grade: 68

**LEGISLATIVE STAFF ASSISTANT**

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.